

# Memorandum

CAS 64-2457

TO : Chief, Logistics Service Division/OL

DATE: 21 October 1964

FROM : Chief, Administration Staff, OC

SUBJECT: Request for Secure Area (Survey)

1. It is requested that Room 2C04 Headquarters Building be surveyed for the possibility of being utilized as a secure area as outlined below.

The work performed in this office requires the use of a number of classified charts. As there are only two people assigned to this room, with no secretary, it is necessary to completely secure each time that both have to leave the office. The most desirable solution to this problem is for the area to be secured so that the classified charts could remain in position at all times, with no attendant required. The second but less desirable solution would be to prepare the room so that the classified charts could be left out during normal work hours with no attendant, and returned to the room safe at the end of each work day.

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CIA INTERNAL SECURITY

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS			DATE	INITIALS
1	[Redacted]			10/5/64	
2	Room 604 1016 16 th Street				
3	C/LSD/OL				
4	Room 2E-24 Headquarters Building				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:  #1 Please forward to #3.  1 to 3:  I approve this request from a Records Management viewpoint for the following reasons:  This room will be used to accomodate personnel moving from a secure area in Quarters Eye and their present equipment (13 - 5 drawer file cabinets) is compatible with security requirements for a secure area. It is possible that in the future consideration be given to the use of shelf files in lieu of cabinets.  Records Administration Staff/DDS FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
C/PhySD/OS [Redacted]					
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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>				
2	Room 604, 1016 16th St.				
3					
4	OL/LSA/SA&FB, Room 1J45				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b>  <p>For your comments and/or recommendation, please.</p> <p>1 to 3:</p> <p>There are no Records Management implications in this request for securing Room 2C-04, Headquarters Building. <i>/S/</i> <div style="border: 1px solid black; width: 150px; height: 15px;"></div> Chief, Records Administration Staff</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
AC/SA&FB/LSA/OL, Room 1J45, Hqtrs.				11/20/64	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

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